

REQUISITION

REMUNERATION FOR PART-TIME WORK

IMPORTANT:

1. A completed Personal Particulars of Employee form must accompany the requisition for the first payment.
2. Please complete the Details of Bank Account form so that your remuneration can be paid directly into your bank account. Cheques will no longer be issued.
3. Please attach the necessary documents, if payment is for a foreigner.

1. Payable to:

Date:

Title		Surname	
(e.g. Prof/Mr/Dr/Mrs/Miss)			
Initials		Date of birth	
UT Number		ID number	
Address to which payment advice must be sent			
			Postal code

2. Description of work done, tariff for payment and period (number of hours per month) for which remuneration was earned. (Number of hours must be completed for the computation of unemployment insurance.)

Description of work done:			
Number of hours worked per month:			
HEMIS PERSONNEL CATEGORY (PK1 - PK7)	HEMIS/PROGRAMS/ACTIVITY (e.g. 110/200/460 etc)	% OF STAFF MEMBER'S TIME	

3. Details of items of expenditure:

COST POINT	ACCOUNT NUMBER	POST NUMBER	PROJECT NUMBER	AMOUNT

Total amount payable	R
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Requested by:		Approved	
			DEAN / HEAD OF DEPARTMENT
Name of Supervisor		UT No of Supervisor	
Department / Division		Telephone number	